

9 December 1968

MEMORANDUM FOR: Executive Director-Comptroller

SUBJECT : Report of Cable Secretariat Operations
1 - 30 November 1968

1. The workload for November 1968 was 63,100 items, 2% greater than November of last year. For the first five months of FY 69 we are running 6% over the same period in FY 68.

2. FI/INT concurred in our recommendation that we discontinue furnishing masters to the Action Units in the case of INTEL items not disseminated initially by IW. Our recommendation was based on the observation that less than 25% of the masters furnished were returned to us in usable condition.

3. The double-header offset press which we expected would be a substantial assist to us in our reproduction shop turned out to be unsuited for our material. After meeting with representatives of Addressograph-Multigraph it was agreed that they would accept the machine on a trade-in for other new equipment and give us credit for the purchase price of the equipment being turned in, less the rental cost for the equipment for the few months we had used it.

4. On 20 November [REDACTED] visited the JCS Message Center to acquaint themselves further with the steps taken by JCS to automate their process, and to study the manner in which they met the problem of shielding their area while occupying it.

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5. As of 30 November 1968 we are four persons short of our authorized strength which represents an increase of three as compared with last month.

6. DDP's study of their requirements was conducted and the results tabulated for Mr. Karamessines on 5 November 1968.

7. DDI's study of their requirements resulted in the number of symbols being reduced due to OCI acceptance of dissemination by Cable Secretariat to Division levels instead of branch level. While the study did help the Cable

Secretariat a little the biggest advantage is the clarification of requirements and identical stated requirements for what are essentially the same needs.

8. Based on a study made 21 November, we sent from the Cable Secretariat an average of 74 pneumatic tubes each hour from 0800-1700.

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9. On 1 November 1968 [REDACTED] and I met with [REDACTED] of CRS. We briefed them on where the Cable Secretariat stands on automation. They in turn briefed us on where CRS stands. We also discussed a number of mutual problems. We plan to have other such meetings soon as we know more on where we are going with automation.

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10. We have revised our processing goals for LIMDIS, RC, TOP SECRET, and EYES ONLY cables from one hour fifteen minutes to two hours. The majority of these items are routine and had become so voluminous as to interfere with our timed target processing of IMMEDIATE and PRIORITY CIA cables and Intel Reports.

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[REDACTED]
Cable Secretary

Attachment

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Cable Secretariat Workload

1. The workload* for the Cable Secretariat for November FY 69 is shown in column seven. In columns two through six is shown the workload for November in each of the immediately preceding five years. The figures in parentheses indicate the percentage of change of the November FY 69 workload compared with the month/year shown. Where the November FY 69 workload is less than a preceding month, a minus sign is used; all other percentages reflect an increase compared with prior months.

1 Category	2 November 64	3 November 65	4 November 66	5 November 67	6 November 68	7 November 69
IN	19,300 (1)	18,400 (6)	19,700 (-7)	20,200 (-4)	19,800 (-2)	19,500
OUT	6,600 (29)	6,500 (31)	7,200 (18)	7,700 (10)	7,800 (9)	8,500
TOTAL	25,900 (8)	24,900 (12)	26,900 (4)	27,900 (0)	27,600 (1)	28,000
MISC	4,700 (-9)	4,200 (2)	5,000 (-16)	4,800 (-12)	4,900 (-14)	4,300
TOTAL	30,600 (6)	26,100 (11)	31,900 (1)	32,700 (-1)	32,500 (-1)	32,300
NON-CIA	12,900 (139)	16,600 (85)	19,800 (56)	23,800 (29)	29,300 (5)	30,800
TOTAL	43,500 (45)	45,700 (38)	51,700 (22)	56,500 (12)	61,800 (2)	63,100

2. The workload* for the Cable Secretariat for the first four months of FY 69 is shown in column seven. In columns two through six is shown the workload for the first four months of each of the immediately preceding five years. The figures in parentheses indicate the percentage of change of the workload for the first four months of FY 69 compared with the workload of the same period in the previous FY's. Where the workload for the first four months of FY 69 is less than the period with which it is compared, a minus sign is used; all other percentages reflect an increase in FY 69 data compared with previous periods.

1 Category	2 November 64	3 November 65	4 November 66	5 November 67	6 November 68	7 November 69
IN	98,800 (5)	105,300 (-1)	101,300 (3)	101,300 (3)	101,800 (2)	104,000
OUT	35,200 (21)	35,500 (20)	37,900 (12)	39,200 (9)	40,100 (6)	42,600
TOTAL	134,000 (9)	140,800 (4)	139,200 (5)	140,500 (4)	141,900 (3)	146,600
MISC	19,400 (24)	20,500 (17)	26,100 (-9)	23,600 (2)	24,200 (-1)	24,000
TOTAL	153,400 (11)	161,300 (6)	165,300 (3)	164,100 (4)	166,100 (3)	170,600
NON-CIA	70,200 (129)	86,500 (85)	103,100 (55)	123,500 (30)	145,800 (10)	160,500
TOTAL	223,600 (48)	247,800 (34)	268,400 (23)	287,600 (15)	311,900 (6)	331,100

*All figures are rounded to nearest hundred and nearest whole percentage.

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM

Cable Secretary

EXTENSION

NO.

5838

DATE

9 December 1968

TO: (Officer designation, room number, and building)

DATE

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1. ^{ke} Executive Director-
Comptroller

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9. Cable Secretary
1A-53 Hqs.

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